Department of Housing and Community Development
ANNUAL HOUSING ELEMENT PROGRESS REPORT

City or County Name: _____

Mailing Address: _____

_____

Contact Person: _____ Title: _____

Phone: _____ FAX: _____ E-mail: _____

Reporting Period by Calendar Year: from _____ to _____

These forms and tables, including the **Certificate of Accuracy** (see sample – next page) are due to the Department of Housing and Community Development (HCD) on or before October 1, 2006. Thereafter, the Annual Report incorporated into these forms must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1, 2007; submit separate reports directly to both HCD and OPR (Government Code Section 65400) at the addresses listed below:

Department of Housing and Community Development
Division of Housing Policy Development
P.O Box 952053
Sacramento, CA 94252-2053

-and-

Governor's Office of Planning and Research
P. O. Box 3044
Sacramento, CA 95812-3044

Department of Housing and Community Development
ANNUAL HOUSING ELEMENT PROGRESS REPORT

CERTIFICATION OF ACCURACY

Important Note: Official submittal of **Certification of Accuracy** form must be provided on city/county letterhead and include signatures.

_____

-SAMPLE-

Certification of Accuracy

The undersigned in the capacity of _____

on behalf of the City or County of _____ has

reviewed the information provided in the forms and report contained herein, and

certifies, to the best of his/her knowledge, that the information that has been

provided herein is true and correct.

_____   _____

Signature   Date

Tables & Instructions
Completing Tables

The following instructions refer to the tables on pages 4-6. The instruction numbers below coincide with the fields in the tables.

Table A   Fields 1 through 6 -- Housing Development Information. Include data only on housing units or developments for which a building permit for new construction was issued during the reporting year. All new unit information is to be listed in the following fields:

1. Project Identifier: Can be development's address, project name or the parcel's APN.

2. Unit Category Codes:

   - SF (single-family units)
   - 2-4 (two to four unit structures)
   - 5+ (five or more unit structure, multifamily)
   - SU (second-unit)
   - MH (manufactured housing unit, single unit or multifamily.)

3. Dwelling Units per acre = du/ac. Enter net dwelling units per acre for the development if known, or calculate to the best of your knowledge the density of the project.

4. Tenure: Identify whether the unit is either proposed or planned at initial occupancy for either (i) Renter occupant (R) or (ii) Owner occupant (O).

5. Affordability by Household Income: For each development, list the number of units that are affordable to the following income levels (refer to *Definitions* in the regulations section for more detail):

   - very low-income households (VL)
   - low-income households (L)
   - moderate-income households (M)
   - above-moderate households (AM)

6. Totals: Represent the number of units by income as listed in Field 5.

   Fields 7 through 8 - Housing Developed with Public Financial Assistance and/or Deed Restrictions: Identifies all housing units developed or approved with public financial assistance and/or have recorded affordability deed restriction or covenants.

7. Assistance Programs used for Each Development: Assisted units are units that received financial assistance from the city or county and/or other subsidy sources and have affordability restrictions or covenants, and/or recapture of public funds upon resale.

From the list of programs below, select the applicable funding program(s) that apply and include the program in Table A using the acronym(s) as noted.

- CTCAC: California Tax Credit Allocation Committee - 4 or 9 percent program (both federal and State tax programs)
- RDA: Redevelopment Agency Low and Moderate Income Housing (set-aside) Fund.
- HOME: HOME Program (federal or State administered)
- MHP: Multifamily Housing Program by local or HCD (specify which)
- HCD: Any Other Programs administered by HCD (not HOME, MHP or CDBG)
- CalHFA: California Housing Finance Agency Programs
- MRB: Mortgage Revenue Bond funds
- CDBG: Community Development Block Grant Program (federal or State administered)
- LTF: Local Trust Funds
- Other Other Applicable Programs: List any other applicable programs (including local programs) not listed above

8. Deed Restricted Units: Enter the name of the program or regulatory agreement used to restrict occupancy on the basis of affordability to produce "deed restricted" units which include, but are not limited to programs listed below:

- Inclusionary Zoning: Input "Inc" (inclusionary) in the field if the units were approved pursuant to a local inclusionary housing ordinance.

- Density Bonus: Input "DB" (density bonus) if applicable.

9. Housing without Financial Assistance or Deed Restrictions: To claim units as affordable to lower- or moderate-income households without financial assistance and/or deed restrictions, affordability must be demonstrated by proposed sales price or rents. Sales prices and rents must meet the definition of affordable as defined in Health and Safety Code Section 50052.5.

Attach the explanation of how the city or county determined newly constructed rental or ownership housing units were affordable to very low-, low-, and moderate-income households without either public subsidies or restrictive covenants based on sales prices or rents relative to the income levels of households.

10. Totals Field, Subtotals and Totals (field 10 is located in the lower left hand corner of Table A): Add the number of units for each income category in the development listed in Field 5, and enter the totals in Field 10. The result is the total of dwelling units permitted during the reporting year.

Table B Regional Housing Needs Allocation Progress (RHNA): In this table, the local government lists the number of units for which permits were issued to demonstrate progress in meeting its share of regional housing need for the RHNA period. The "Income level" field lists the income level categories. The next field is the RHNA by income level. In the fields below, list the local government's RHNA corresponding to the income levels. Also list the permit data year by year beginning in the first year of the RHNA cycle, ending with the data from Table A for the reporting year. Use the tables to list the data from prior years in the appropriate fields and deduct from your locality's assigned RHNA number. In the bottom right hand corner, note the total units remaining to be developed to meet the RHNA allocation.

Table C Part 1 - Program Implementation Status: Use this table to report the status of program and policy implementation progress. In particular, list local efforts to remove governmental constraints to the maintenance, improvement, and development of housing pursuant to paragraph (3) of subdivision (c) of Section 65583(c). Table C shall also detail the progress in implementing all specific programs and policies as listed in the housing element. In the first field list the name of the program; in the second list the program objective (for example, update the second unit ordinance); in the third, enter the date the objective will be accomplished; and in the fourth list the action or status of program implementation. For your information, the following describes the statutory program requirements:

- Adequate sites
- Assist in the development of low and moderate-income housing
- Remove or mitigate constraints
- Conserve and improve existing affordable housing
- Preserve units at-risk of conversion from low-income use
- Promote equal housing opportunities

Part 2 – Development Applications: Use this part to describe action taken on any residential development applications during the reporting year. Pursuant to General Plan Guidelines, Chapter 9: Implementing the General Plan (page 170), local governments should list each residential development application that has been processed, along with a brief description of the action taken, (e.g., approval, denied, continued, etc.) and a brief comment on how each action furthered the goal of the housing element.